

# VTech CTM-S2412 Cordless SIP Phone - Operation Guide

Managed Services Integration and Planning

Exported on 04/17/2023

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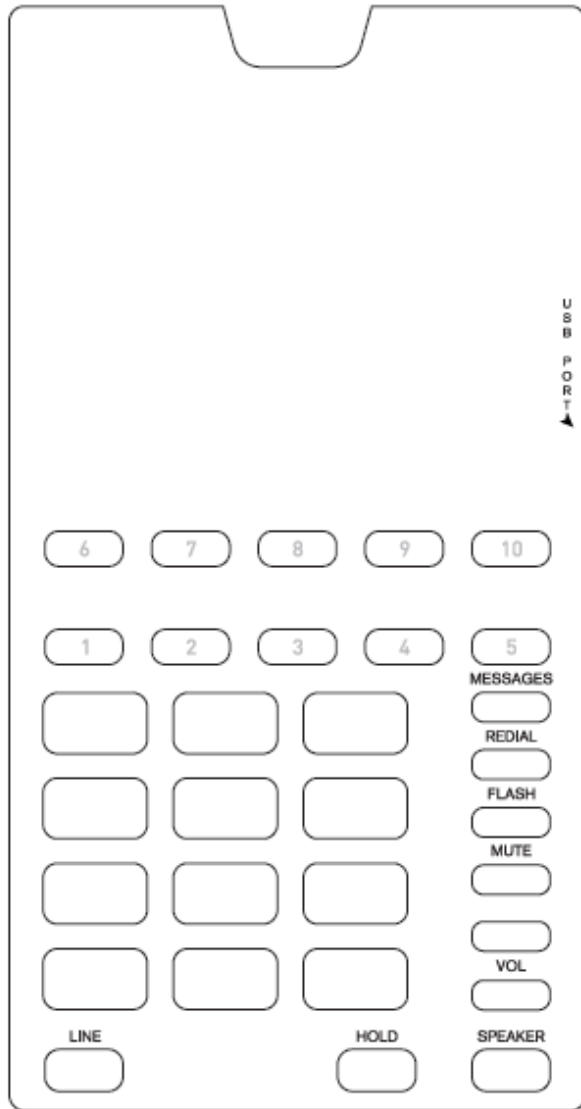
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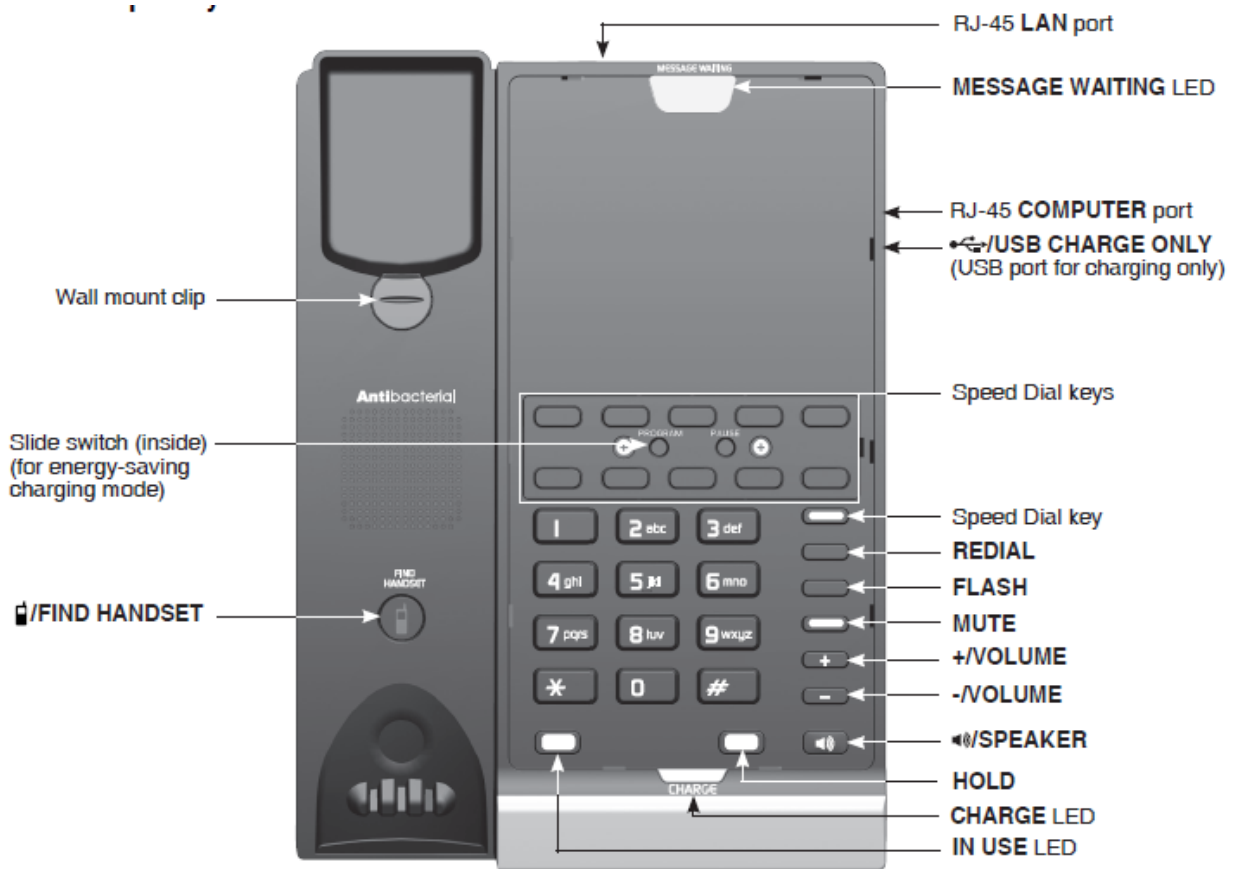
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## 1 Phone Button Layout

## Faceplate Worksheet







**Note-** All handset speed dial keys are mirrored to phone base speed dial keys. PFK 15 and 16 may be overridden to different destinations (See Configuration Module)

PFK14 is set to function as the voice message speed dial

PFK15 is set for speed dial 1

PFK16 and 17 are set as the Emergency Dial number.

## 2 Basic Setup

### 2.1 Handset registration

Place the cordless handset on the telephone base cradle. Handset registration happens automatically the first time a cordless handset is placed on the telephone base. When the registration process completes, the MESSAGE WAITING LED flashes once and you hear 3 rising beeps as confirmation. Each telephone base accommodates up to 4 cordless handsets. When you already have 4 registered handsets, you can replace one of them by a new handset if any one of the 4 registered handsets is disconnected from the base. For example, it is out of range, or its battery is removed or depleted. The previous registered handset is then deregistered from the telephone base.

### 2.2 Register a handset to telephone base

Any contemporary cordless 1-line handset can register to any contemporary cordless 1-line telephone base. Any contemporary cordless 2-line handset can register to any contemporary cordless 2-line telephone base. When a registered cordless handset is idle, place it on another telephone base. This cordless handset automatically registers to the new telephone base.

### 2.3 Handset battery charging

The battery must be fully charged before using the cordless handset for the first time. The CHARGE LED turns on when the cordless handset is charging on the telephone base, charging base or charging stand. The battery is fully charged after 16 hours of continuous charging. For best performance, keep the cordless handset in the telephone base, charging base or charging stand when not in use.

### 2.4 Using the cordless handset and the telephone base

The cordless handset and the telephone base cannot be used on the same call. However, calls can be switched between the cordless handset and the telephone base speakerphone. When the cordless handset or the telephone base is in use, the TALK key on the cordless handset and the LINE key on the telephone base illuminate.

## 3 Phone Usage and Operation

### 3.1 Receive a call

When there is an incoming call, the telephone rings. The LINE key and the MESSAGE WAITING LED on the telephone base flash, and the TALK key on the cordless handset flashes.

**To answer a call using the cordless handset while it is not on the telephone base, charging base or charging stand:**

On the cordless handset, press TALK or /SPEAKER. The TALK key illuminates when phone line is in use. The /SPEAKER key illuminates when in speakerphone mode.

**To answer a call using the cordless handset while it is cradled on the telephone base, charging base or charging stand:**

Lift the cordless handset from the telephone base, charging base or charging stand. The TALK key illuminates when the phone line is in use. The /SPEAKER key illuminates when in speakerphone mode.

**To answer a call using the telephone base:**

On the telephone base, press LINE or /SPEAKER. The LINE key illuminates when the phone line is in use. The /SPEAKER key illuminates when in speakerphone mode.

### 3.2 Place a call

**To place a call using the cordless handset:**

On the cordless handset, press TALK or /SPEAKER. Listen for a dial tone and then dial the desired number. The TALK key illuminates when the phone line is in use. The /SPEAKER key illuminates when in speakerphone mode.

**To place a call using the telephone base:**

On the telephone base, press LINE or /SPEAKER. Listen for a dial tone and then dial the desired number, or press a Speed Dial key to dial a programmed number. The LINE key illuminates when the phone line is in use. The /SPEAKER key illuminates when in speakerphone mode.

### 3.3 End a call

**To end a call when using the cordless handset:**

Press OFF on the cordless handset or place it in the telephone base, charging base or charging stand. The call ends when all handsets hang up.

**To end a call when using the telephone base:**

Press LINE or /SPEAKER.

### 3.4 Switch a call between the cordless handset and the telephone base speakerphone

- To switch a call from the cordless handset to the telephone base speakerphone, press /SPEAKER on the telephone base.
- To switch a call from the telephone base speakerphone to the cordless handset which is not on the telephone base cradle, press TALK or /SPEAKER on the cordless handset.
- To switch a call from the telephone base speakerphone to the cordless handset which is cradled on the telephone base, lift the cordless handset from the telephone base.

### 3.5 Share a call

During a call, another handset can join the call by pressing TALK or /SPEAKER.

### 3.6 Handset speakerphone

During a call, press /SPEAKER on the cordless handset to switch between speakerphone mode and handset earpiece mode.

### 3.7 Redial

The last dialed number on the cordless handset or the telephone base is stored for 15 minutes.

**To redial the last dialed number from the cordless handset:**

Press TALK or /SPEAKER to listen for a dial tone. Then press REDIAL.

**To redial the last dialed number from the telephone base:**

Press LINE or /SPEAKER to listen for a dial tone. Then press REDIAL.

### 3.8 Volume

Listening volume can be adjusted on the cordless handset and the telephone base.

**To adjust the listening volume:**

- During a call on the handset, press -/VOLUME/+ on it to adjust the listening volume. The next call returns to the default listening volume.
- During a call on the telephone base, press +/VOLUME or -/VOLUME on it to adjust the listening volume. The next call returns to the default listening volume.

**To adjust the ringer volume of the telephone base:**

When the telephone base is idle, press +/VOLUME or -/VOLUME on it to adjust the ringer volume.

## 3.9 Call waiting

When you hear a call waiting tone during a call, press FLASH on the cordless handset or the telephone base to put the current call on hold and take the new incoming call.

Press FLASH at any time to switch back and forth between calls.

## 3.10 Mute

### **To mute the microphone:**

1. During a call, press MUTE on the cordless handset. The MUTE light turns on when the mute function is turned on. You can hear the party on the other end but they cannot hear you.
2. Press MUTE again to resume the conversation. The MUTE light turns off.

## 3.11 Message waiting indicator

When a voice message is received, the MESSAGE WAITING LEDs on the telephone base and handset flash.

## 3.12 Hold

### **To place a call on hold on the cordless handset:**

1. During a call, press HOLD on the cordless handset. The TALK key on the cordless handset and the LINE key on the telephone base flash when the call is on hold.
2. Press TALK or /SPEAKER to release the call from hold, or the call will end automatically after the preset call on hold duration.

### **To place a call on hold on the telephone base:**

1. During a call, press HOLD on the telephone base. The TALK key on the cordless handset and the LINE key on the telephone base flash when the call is on hold.
2. Press LINE /SPEAKER to release the call from hold, or the call will end automatically after the preset call on hold duration.

## 3.13 Find handset

Use this feature to find all registered cordless handsets.

### **To start paging:**

Press /FIND HANDSET on the telephone base when the phone is not in use. All idle cordless handsets beep for 60 seconds.

### **To end paging:**

- Press /FIND HANDSET again on the telephone base.
- OR-
- Press any key on the cordless handset to stop the paging tone.